
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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TO: Solid Waste Management Districts

FROM: Matthew Parkinson, Director of Data Analysis

RE: Reporting Requirement for Solid Waste Management Districts

DATE: December 31, 2014

The purpose of this memorandum is to remind solid waste management districts about their reporting requirement established by Indiana Code 13-21-3-13.5.

Solid waste management districts have until March 2, 2015 to submit the required financial and programmatic information into the Gateway SB131 application and upload any necessary supporting documentation. Gateway can be accessed at <https://gateway.ifionline.org/login.aspx>.

District officials will access this Gateway application using the same username and password used to access the other Gateway applications. For new user requests or other accounts requests, please contact gateway@dlgf.in.gov. Only one individual – either the director or the controller of the district – may have submission rights. Multiple individuals may have editing rights, but new editors must complete a Limited Delegation of Authority Form that is signed by either the director or the controller. The form can be found at http://www.in.gov/dlgf/files/SB_131_Limited_Delegation.pdf.

The Department has prepared a user guide that provides solid waste management districts with step-by-step instructions on completing this reporting requirement through Gateway. User guides may be found at <https://gateway.ifionline.org/help.aspx>.

IC 13-21-3-13.5 also requires a solid waste management district to publish this report either on a website maintained by the district or on the websites maintained by the counties that are members of the district. A district may use the SB 131 Reporting for SWMD application in Gateway to generate a PDF of the district's completed report and post this document to the appropriate website(s).

If you have any questions regarding this information, please feel free to contact Director of Data Analysis Matthew Parkinson at mparkinson@dlgf.in.gov or (317) 232-3759 or the Gateway support team at gateway@dlgf.in.gov.